



Minutes of the Parish Council Meeting held Monday 9th September 2019

8pm, Wivelsfield Church Hall, Church Lane

Agenda Item	Description	Resolved
Present:	Councillors Dawson (ID, Chair), Pascoe (EP), Haffenden (IH), Rust (BR), Martin (HM) and Jackson (NJ). Liz Gander (Clerk), Nancy Bikson (District Councillor) and one member of the public.	
Open Forum:	<p>A resident had attended the meeting to query three items:</p> <ul style="list-style-type: none"> a) The number of loose kerbstones on Green Road between Slugwash Lane and the South Road junction. b) An item in the minutes from the April meeting. c) The Council's lack of support for the proposals for the former beer piper company, which he felt would make any future residents of this building feel unwelcome. <p>It was believed that the action point against item 4h of the April minutes had been recorded erroneously as Councillor Pascoe would not have been tasked with drafting a letter to the Planning Inspectorate about the planning application in question on the Council's behalf, and did not do so.</p> <p>With regard to 'c' above, the Chairman said that the Council was not against development of the former Beer Piper building per se, with it being a brownfield site, but was not supportive of the original proposal to shoe-horn in twenty six tiny units. He pointed out that the Council had objected to the development of what is now Charters Gate Way for a number of reasons, including its size and its development on greenfield land, but this hadn't prevented new residents from being welcomed into the community once the homes were built. The crucial thing with the Beer Piper site is that what is being proposed is not felt appropriate and would cause extra issues with parking and road safety.</p>	Clerk to report loose kerbstones.
1	<p>Apologies for Absence Apologies had been received from County Councillor Sheppard.</p>	
2	<p>Declarations of Members' Interests</p> <ul style="list-style-type: none"> a To receive declarations of interest from Councillors on items on the agenda b To receive (and grant if appropriate) written requests for dispensations for disclosable pecuniary interests 	Councillor Jackson noted a pecuniary interest in item 4b (though this item was for information only).
3	<p>To Approve the Minutes of:</p> <ul style="list-style-type: none"> a The Parish Council Meeting held 1 July 2019 b The Extra-Ordinary Meeting held 5 August 2019 	Both sets agreed & signed by the Chair.

4	a b c d e	<p>Planning Matters</p> <p>New Planning Applications Reviewed</p> <p><u>LW/19/0555 - 3 Rose Walk</u> - Two storey side extension inc. resiting of lift.</p> <p>Notice of Planning Permission Received (for information only)</p> <p><u>LW/19/0409 - 1 Hurstwood Cottages</u> - Removal of existing single story garage and the rebuild of a 2 bedroom self-contained annex.</p> <p>Notice of Appeal</p> <p><u>LW/19/0387 - 2 St Michael's Cottages</u> - erection of a four-bedroom dwelling in the side garden. Appeal Ref: APP/P1425/APP/P1425/W/19/3233578 - the appeal will be dealt with by way of written representation.</p> <p>Other Planning Matters</p> <p><u>Springfield Industrial Estate</u> - update. The Guinness Partnership has apologised for the delay in coming to speak to the Parish Council about its proposals for the site. It is currently in pre-application talks with Lewes District Council (LDC) and will come to talk to the Parish Council as soon as it is able. It has however also advised that the availability of grant money has enabled plans to be reviewed to incorporate a greater proportion of affordable housing.</p> <p><u>Charters Gate Way - follow up to email to Southern Water re impact of the Hospice sewerage on the pumping station.</u> No response has yet been received, despite this having been chased.</p>	<p>To support the application.</p> <p>It was not felt necessary to add any additional comments.</p>
5	a b	<p>Financial Matters</p> <p><u>To review and authorise cheques for payment</u> - The Council approved eleven items of general expenditure totalling £4024.62, and a further three items of expenditure relating to the Village Hall Improvement Project, totalling £14,259. This gave an overall total of £18,283.62 for the month's expenditure. Please see Appendix A for more details.</p> <p><u>Receipt of HMRC advice re reclaiming VAT on the Hall project</u> - the Clerk had received a letter from HMRC advising that, providing certain conditions are met, the Council may reclaim the VAT on the Hall Improvement Project works. The Clerk had consulted the SSALC solicitor regarding HMRC's requirement that the Council should have in place a non-business let with the Management Committee. The solicitor had advised that, with the Council as Custodian Trustee (owner) of the Hall and a Management Committee (set up as a charity) responsible for the day to day management of the Hall, it would not be appropriate or necessary for a lease agreement to be in place.</p>	<p>Expenditure approved and cheques signed.</p> <p>The Clerk to ask the SSALC solicitor to confirm his advice in writing to HMRC.</p>
6	a b	<p>Policies & Procedures for Review</p> <p>Filming & Recording of Meetings Policy</p> <p>Health & Safety Policy</p>	<p>Both policies agreed & re-adopted.</p>
7	a b c	<p>Report of Clerk</p> <p><u>To review the costs and discuss the benefits of having further speed surveys undertaken in Wivelsfield</u> - at roughly £400 per site, and with East Sussex Highways having made it clear it has no money to put towards speed reduction measures at anything other than serious crash sites, it was agreed not to commission any speed surveys at the present time, as it was felt there would be little benefit in doing so.</p> <p><u>Vehicle activated sign</u> - Clerk awaiting information from East Sussex Highways as to how to get sites approved.</p> <p><u>Work recently undertaken at the children's play area and further tasks needed</u> - the replacement of the southern-most pedestrian gate, the fencing of the 'den' and the filling of the holes left when the balancing logs had been removed were completed before the school summer holidays. The Clerk is currently liaising with the supplier of the large climbing frame to obtain ropes to replace ones which have frayed. The handyman will be asked to look at the five-bar gate which has been damaged. The landscaper contractor to be asked to quote for removing the lower branches on trees where these are close to play</p>	<p>Handyman to be asked to look at five bar gate.</p> <p>Landscaper contractor to be asked to quote for pruning</p>

	d	equipment and to do the same for the trees in the middle of the play area. <u>War memorial maintenance</u> – a resident who used to regularly tidy the war memorial site (on an entirely voluntary basis), has recently moved from the village and is no longer able to continue doing so. The Council discussed how best to find volunteers to fill this gap and suggested that the Clerk contact Wivelsfield Primary School to see whether some of the older pupils could do this periodically, just as they did litter picking last year to make a contribution to the community.	some of the trees. Clerk to buy flowers for outgoing volunteer & to contact school for help.
	e	<u>Update on phone mast off South Road</u> – the Clerk had contacted the agent who had put in the original planning application for the mast, who had said he would pass it on to the owner, however nothing further has been heard.	
	f	<u>Update on working with the Rita Project</u> – the Clerk advised that, following the pilot study that the Rita Project had been running in rural communities, it has now, in conjunction with the Sussex Community Development Association, set up the 'Rural Domestic & Sexual Abuse Recovery Project', to 'raise awareness of the signs of controlling and toxic behaviour and how to access services that may support a healthy and meaningful recovery'. There is still talk of running a stakeholder workshop in Wivelsfield, but no concrete plans for this have yet been made.	
	g	<u>To discuss having some sort of history trail signs on footpaths in the Parish (akin to those mentioned under item 8a)</u> – it was agreed that it would be lovely to have informative signs on other footpaths/bridleways across the Parish. The Clerk to contact the Historical Society to see if this is something that they would be willing to help with.	Historical Society to be asked to help with researching/drafting signs.
	h	<u>Invitation to do an interview on Burgess Hill Radio</u> – the Clerk had been approached by Burgess Hill Radio to see whether she, and/or the Chair, would be willing to be interviewed one Wednesday morning, to tell people a bit more about Wivelsfield and life on a Parish Council. The Council wished to have more detail about exactly what they would want to talk about, before being prepared to make a decision about this.	
	i	<u>To discuss whether the Council should consider approaching landowners with a request for land to be allocated to allotments</u> – after much discussion it was agreed that, with the majority of people in the Parish having gardens, the prospect of some allotments potentially being available if the Hurst Farm development on the Wivelsfield/Haywards Heath border goes ahead, and the lack of requests for allotments, the Council would not look to progress this at the moment. It did however wonder whether the Hospice, with having lots of land, would consider turning some of it over to allotments. Clerk to write to enquire.	
	j	<u>To discuss any action points arising from the presentation on Community Land Trusts prior to the meeting</u> – to review the documents which Vicky left for the Council to look at.	
	k	<u>Update on the Council's IT contract</u> – the IT contractor had reduced the originally quoted contract cost, having met with the Clerk to see and discuss the Council's IT requirements. The Council approved the new quote for annual maintenance, monitoring and support hours.	
	l	<u>CCTV risk assessment and policies</u> – the Clerk reminded the Council that all relevant paperwork will need to be in place before the CCTV system goes live.	
8	a	Reports from Councillors <u>CCTV implementation plans</u> – the trenching machine is booked for the weekend of 5/6 October and East Sussex Highways is lined up to install the two poles in advance of that. The Clerk to double check with Highways/LDC to ensure planning consent is not required for the poles.	Cllr Pascoe looking into the best cabinets to get.

	<p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p> <p>g</p>	<p>Cllr Pascoe is looking into the best cabinets to purchase for the equipment. Refreshments will be needed for the weekend volunteers. A call for volunteers went out in the latest Wivelsfield News.</p> <p><u>Request for a bus shelter at the Village Hall entrance</u> – it was agreed that it would seem to make more sense for the new Village Hall entrance to have a canopied front, to provide shelter for those waiting for taxis etc after events, as well as for those waiting for the bus in the Hall car park. A separate bus shelter would a) only serve a small number of people, b) be difficult to find a site for and c) would cost around £8k to purchase (plus installation costs). The Clerk to write to the Management Committee with this request.</p> <p><u>Invitation for the Chair to speak at the Wivelsfield Bonfire celebrations 'Wivelsfield's Big Bang' 2019</u> – the Council was happy for the Chair to do this.</p> <p><u>To discuss plans for this year's Remembrance event at the war memorial</u> – the former organiser of recent years' Remembrance Services has moved abroad and can no longer be involved. He has passed relevant information onto the Chair, who is happy to work with previous volunteers, the Reverend Christopher Powell etc to organise this year's service. The Council was happy to take on organising the event, and the Clerk will apply for a road closure for the duration of the service.</p> <p><u>Feedback from the recent meeting of the Lewes District Association of Local Councils</u> – Councillor Martin had been unable to attend the meeting having recently broken her leg.</p> <p><u>Village Hall Project: crowd funding, Buy a Brick and leaflet in Wivelsfield News</u> – in order to put in another CIL bid we need to be able to demonstrate that progress has been made with the various fundraising activities committed to in the first application. The Chair to meet with Nancy Bikson for some advice about crowd funding campaigns and how best to approach the buy a brick initiative. The Chair will also seek a volunteer with copy-writing expertise to draft a piece to publicise the Hall's fundraising campaign, in order to galvanise community support.</p> <p><u>Request for draft minutes to go on the website</u> – it was agreed to put draft minutes (clearly marked as such) on the Council's website, prior to approval at the following meeting.</p>	<p>Refreshments to be organised for 5/6 Oct. Letter to go to Hall Management Committee requesting canopied front to new Hall entrance. Chair to speak at Bonfire celebrations.</p> <p>Clerk to apply for road closure. Chair to lead on organising Remembrance Service.</p> <p>The Chair to undertake research to help move the fundraising campaign forward.</p> <p>Draft minutes will be added to the Council's website.</p>
<p>9</p>	<p>a</p> <p>b</p> <p>c</p> <p>d</p> <p>e</p> <p>f</p>	<p>Correspondence</p> <p><u>Information about the Theobalds Road History Trail</u> – it was agreed that this was a great idea (please see item 7g above).</p> <p><u>Confirmation that £1000 has been raised towards the purchase of a red telephone box and a request for the Council to provide the match funding which had been agreed in the past</u> – Clerk looking into whether the preferred location for siting the box (the verge at the junction of South Road and Green Road) would be allowed by Highways. Subject to approval, quotes for installation will also need to be obtained, since those working on the Highway must meet certain conditions imposed by the Highways Department.</p> <p><u>Invitation to attend the ESALC AGM and conference</u>. Our nominated representatives (EP & BR) have confirmed they are able to attend.</p> <p><u>Invitation to attend a Legal & Finance Day on 26 September</u>.</p> <p><u>South East Coast Ambulance Services' Annual Members Meeting (AMM) on Friday 20th September 2019 at East Sussex National Resort, 1.15-4.30pm</u>. No-one was able or wished to attend.</p> <p><u>Consultation on proposals to divert public footpath 35, near Winter's Place, North Common Road</u>. Comments required by 27th September. The Council resolved to object to this application as it felt strongly that the footpath was long-established and the house was purchased in full knowledge of the footpath. It was felt that, should the property's owners require more privacy, they should consider planting a hedge, rather than seeking to alter the course of a long-established path.</p>	<p>Clerk seeking permission to have the phone box at the preferred location.</p> <p>Cllrs Pascoe & Rust to attend. Clerk to attend.</p> <p>To object to the proposal for the reasons stated.</p>

	g	<u>Road Closure Consultation for Wivelsfield bonfire celebrations, Saturday 12 October. Response required by 26 September.</u>	To support.
	h	<u>Invitation to attend a CPRE planning training session 'Building Beautiful - How to Create Well Designed Places', Saturday 30 November, 10am-1pm, Clair Hall, Haywards Heath.</u>	
	i	<u>East Sussex Highways confirmation that the verge to the drovers' road entrance along North Common Road will be included in future urban grass cuts.</u> In the context of talking about this, Councillors raised concern and disappointment that the verge between the mini roundabout and Church Lane on the B2112 has not been properly cut, with only a small swathe being done. They noted that areas of verge were being left untouched in places as wildflower habitats, but this just looks like long, dry, untidy grass and is probably not great for pedestrians using the adjacent footpath.	Clerk to discuss this with Highways.
	j	<u>Confirmation that the Cricket Club will put up signs during matches, warning users of the playground that a match is in play.</u>	
	k	<u>Invitation to attend AiRS Neighbourhood Planning review sessions – the Council did not wish to participate.</u>	
10		Items for Noting or Inclusion on Next Agenda	
	a	Item to be added to each future meeting agenda to review and monitor expenditure on the Village Hall Improvement Project (for as long as the project is ongoing/there is CIL money allocated to the project still to be spent).	
	b	Remembrance Day service preparations.	
	c	Fly tipping on the Drovers' road.	
	d	Councillor Haffenden tendered his apologies for the next meeting.	
11		Date of Next Meeting	
	a	Monday 7 October 2019 – Parish Council Meeting	

Appendix A

Expenditure Approved at the Meeting

Payee	Expenditure	Value	Total	Chq No	Voucher Ref
		£	£		
General Expenditure					
Information Commissioner	Data protection registration		35.00	DD	56
Clerk	Salary Sept 19		1502.42	100929	57
East Sussex Pension Fund	Pension contributions Sept 19		626.27	100930	58
HMRC	2 nd Quarter's PAYE/NI contributions		1384.97	100931	59
Transparency Solutions Ltd	Aug 2019 Office 365 Subscription		38.47	100932	60
Lewes District Council	Sept 2019 play area inspection		18.00	100933	61
E Gander	Reimbursement for various small items including postage etc		14.78	100934	62
Wivelsfield PCC	Hall hire September - December 19		75.00	100935	63
Sage UK Ltd	September Sage 50 Accounts subscription		96.00	DD	64
Cash	Petty cash top up		35.36		65
Lewes District Council	Non contested election expenses 2 May 2019		198.35	100939	69
Total General Expend			4024.62		
Hall Project Costs					
Stephen Wilson Partnership	Completion of engineering services		2340.00	100936	66
Crowther Associates Architects	Professional Services for RIBA Stage 4		6600.00	100937	67
Crofton Design		886.50 4432.50	5319.00	100938	68
Total Hall Upgrade Costs			14,259.00		
Total Expenditure			18,283.62		